



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

| | |
|--|---|
| ANNOUNCEMENT NO: 05-FI-DMH-0010 | POSITION: Budget Analyst |
| POSITION SERIES: DS-560 | POSITION GRADE: DS-11/1 – 12/10 |
| OPENING DATE: October 14, 2004 | CLOSING DATE: October 28, 2004 |
| IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: | SALARY RANGE: \$44,129 - \$68,156 TOUR OF DUTY: |
| WORKSITE: 64 New York Avenue, NE | AREA OF CONSIDERATION: Unlimited |
| PROMOTION POTENTIAL: DS-12 | NO. OF VACANCIES: One (1) |
| AGENCY: Department of Mental Health (DMH) | DURATION OF APPOINTMENT: Permanent |

This position is **not** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for the formulation, presentation and execution of both the appropriated and reimbursable budgets. Reviews, coordinates and compiles budget estimates and related justification for the agency appropriation. Reviews complex apportionments to assure adherence to instructions and to established budgetary practices and procedures, adequacy of fund distribution for program requirements, proper reflection of fund transfers and adequate justification. Establishes the accounting mechanisms needed to track costs associated with certain agency reimbursable programs, and for disseminating and interpreting these codes to appropriate personnel within the agency, other agencies and to other program officials as appropriate. Makes critical analysis of estimates submitted by operating officials and of the supporting material for various programs. Analyzes requests for reprogramming or program adjustments. Attends meetings at the mid-management level and participates in regular and informal management planning and policy-making sessions. Adjusts and transfers fund in minor reprogramming which do not require additional funds commitment; as appropriate, makes recommendations on major reprogramming actions through his/her supervisor to the Budget Officer. Finalizes preparation of a variety of reports and drafts to be used by the Budget Officer, Controller, CFO and Associate CFO, or grantors, or for subsequent presentation to the D.C. Council, or House or Senate. Prepares special analyses, tables and charts.

QUALIFICATIONS REQUIREMENTS: **DS-11** requires Ph.D. **or** equivalent doctoral degree **or** 3 full years of progressively higher level graduate education leading to such a degree **or** LL.M., if related **or** one (1) year of Specialized Experience is required. **DS-12** requires one (1) year of Specialized Experience only.

SPECIALIZED EXPERIENCE: Is experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SELECTIVE PLACEMENT FACTOR(S): DS-11 requires Ph.D. **or** equivalent doctoral degree **or** 3 full years of progressively higher level graduate education leading to such a degree **or** LL.M., if related **or** one (1) year of Specialized Experience is required.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Working knowledge of accounting principles and procedures for use in conducting interdisciplinary special studies and analyses (e.g. knowledge of advance concepts and theories in budgeting and accounting).
2. Skill in analyzing and comparing cost-benefit ratios of alternate budget and program actions, to determine cost-benefit trade-offs between the budgets of the assigned programs and activities within the agency account and their counterparts located elsewhere.
3. Ability to communicate verbally and in writing in a clear and concise manner.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS,**

TRANSCRIPTS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Portia Shorter
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER